WIA 101

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Agenda

- What is WIA?
- WIA Youth Activities Requirements
  - Eligibility
  - Programming
  - Expenditures
  - Service Documentation
  - Performance
- Responsibilities of Local WIA Youth Stakeholders
- Mapping your system

Definitions

- **TEGL**: Training and Employment Guidance Letter; issued by USDOL

- **TEN**: Training and Employment Notice; issued by USDOL

- **One-Stop/WorkOne**: A location that connects employment, education and training services into a network of resources

- **Wagner-Peyser:** The Federal legislation to provide for the establishment of a national employment system of public labor exchange

- **UI:** Unemployment Insurance

What is WIA?

Workforce Investment Act of 1998

- Public Law 105-220

- August 7, 1998

"To consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs in the United States and for other purposes."

WIA Titles

- Title I: Workforce Investment Systems

- Title II: Adult Education and Literacy

- Title III: Workforce Investment-Related Activities

- Title IV: Rehabilitation Act Amendments

The WIA Youth System

The purpose of the WIA youth system

- To assist young people who face significant barriers in making a successful transition to self-sufficient adulthood by successfully entering and being retained in the workforce, higher education, or advanced training.

WIA is

- WIA is an *employment and training* program for low-income youth who face one or more barriers to employment.

WIA is NOT

- An entitlement program

- A social service program

- The entire youth development program for your community

- The entire youth workforce development program for your community

Where to find:

- Law:

WIA   126-129

www.doleta.gov/regs/statutes/wialaw.txt

- Regulations:

20 CFR   664

http://ecfr.gpoaccess.gov

WIA Title I Youth Requirements

Items to Cover

- Eligibility

- Programming
  - Pre-enrollment
  - Framework activities
  - 10 program elements

- Expenditures

- Service Documentation

- Performance

Eligibility

- WIA youth programs serve low-income youth with one or more serious barriers to employment

    - WIA 101(13), 20 CFR 664.200, WIA 101(25)

Eligibility

A youth is eligible if he or she meets **all 5** criteria:

- 14-21 years of age

- Authorized to work in the U.S. (I-9)

- Registered for Selective Service (males, 18 and older)

- One of more of the following
    - Basic literacy skill deficient
    - High school dropout
    - Homeless, runaway, or foster child
    - Pregnant or parenting
    - Requires additional assistance to complete education and hold employment as determined by local areas

- Low income

What is a low-income individual?

- Meets 1 of these criteria:
  - Family receives TANF, SSI, DA, Refugee Assistance, or local cash payments
  - Family receives food stamps or has been determined eligible within last 6 months
  - Family income for last 6 months does not exceed the higher of the poverty line or 70% of the lower living standard
  - Homeless
  - Foster child
  - Disabled and own income meets requirements for TANF, SSI, DA, Refugee Assistance, or local cash payments
  - Disabled and own income does not exceed the higher of the poverty line or 70% of the lower living standard

5 Percent Low-Income Exception

- Up to 5% of local youth participants may be individuals who do not meet the income eligibility criterion, provided they are 1 of the following:

  – High School Dropout
  – 1 or more grade levels below age-appropriate grade level
  – Pregnant or parenting
  – Have 1 or more disabilities (including learning disabilities)
  – Offender
  – Face serious barriers to employment as identified by local board

  20 CFR 664.200

WIA Youth Program Requirements

- The local WIA youth system is required to provide

    - Pre-enrollment activities
    - Framework activities and case management
    - 10 program elements

Pre-enrollment Activities

What are pre-enrollment activities?

- Recruitment

- Intake

- Initial assessment

- Eligibility determination

- Referral

Pre-enrollment

Who can receive pre-enrollment activities?

- Pre-enrollment activities can be provided to any youth.

Pre-enrollment and participation

- A youth becomes a participant (and must be entered into the TrackOne data system) when he or she is determined eligible **and** receives a service.

- Pre-enrollment activities **do not** initiate participation.

Why is participation important?

- All youth participants must be entered in the TrackOne state data system

- Once a youth is a participant, (s)he is in performance measures

- WIA youth funds can only be spent on youth participants

When does exit occur?

- A youth exits WIA participation when (s)he does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services.

- The date of exit is the date of the last service.

- No one (providers or administrators) can decide whether or not to exit a youth ("hard exit").

Framework Activities and Case Management

- What are framework activities?
  - Objective assessment
  - Development of an Individual Service Strategy (ISS)

Framework Activities

- Objective Assessment Identifies
  - Basic literacy and numeracy skills
  - Occupational skills
  - Prior work experience
  - Interests
  - Aptitudes
  - Supportive service needs
  - Developmental needs

Framework Activities

Who should receive an objective assessment?

- All WIA youth participants must receive an objective assessment.

Framework Activities

- Individual Service Strategy (ISS)
  - Personalized plan for each youth participant
  - Based on objective assessment
  - Identifies employment goal
  - Educational goal
  - Achievement objectives
  - Appropriate services to help youth reach goals

Framework Services

- All WIA activities in which a youth participates must be tied to the needs and goals in the ISS.

Framework Activities and Participation

Framework activities are services, and providing either one (objective assessment or development of an ISS) initiates participation.

Case Management

- In WIA, case management is specifically defined as

    Provision of a client-centered approach in the delivery of services designed to

    - Prepare and coordinate comprehensive employment plans

    - Provide job and career counseling

Case Management and Participation

- Case management activities alone do not initiate or extend WIA participation (prevent exit).

Program Elements

- WIA requires 10 program elements be made available to all WIA youth participants in the local workforce investment area.

- Every participant does not have to receive services in all 10 elements.

- The elements in which a youth participates should be determined by the objective assessment and identified in the ISS.

- Every provider does not have to provide all 10 elements (nor is it recommended).

10 Program Elements

- Tutoring, study skills, and dropout prevention

- Alternative secondary school offerings

- Summer employment opportunities linked to academic and occupational skills

- Paid and unpaid work experience

- Occupational skill training

- Leadership development

- Supportive services

- Adult mentoring for at least 12 months

- Comprehensive guidance and counseling

- Follow-up services for no less than 12 months after exit

Expenditure Requirements

- At least 30% of the funds allocated to a local area for eligible youth must be used to serve out-of-school youth
  - See TEGL 17-05, Attachment B for definition of out-of-school youth

Expenditure Requirements

- WIA youth funds **may** be used to provide the following pre-enrollment activities to **any** potentially eligible youth:
  - Recruitment
  - Intake
  - Initial Assessment
  - Eligibility Determination
  - Referral

Expenditure Requirements

- WIA youth funds **may** be used to provide these activities to **any WIA youth participant:**
  - Objective assessment
  - ISS Development
  - Case management
  - Activities provided under the 10 program elements

Expenditure Requirements

- WIA youth funds **may not** be used to provide these activities to **youth who are not WIA youth participants**
  - Objective assessment
  - ISS Development
  - Case management
  - Activities provided under the 10 program elements

Documentation of Services Requirements

- All WIA youth participants must be entered into the TrackOne data system

- Data on all WIA services received by a youth must be documented in case files and in TrackOne

- Documentation of services must include a start and end date

Documentation of Services

- A complete case file must be kept for each youth that provides documentation of all services provided to the youth.

Performance Requirements

- Indiana is held either to the Common Measures

- All states must report on Common Measures even if they are not held to them

Performance Requirements

- Statutory Measures: Older Youth (19-21)
    - Entered Employment Rate
    - Earnings Change
    - Employment and Credentials Rate

Performance Requirements

- Statutory Measures: Younger Youth (14-18)
    - Skill Attainment Rate
    - Diploma or Equivalent Attainment Rate
    - Retention in Education, Advanced Training, Military, or Employment Rate

Performance Requirements

- Youth Common Measures
  - Placement in education or employment
  - Attainment of a degree or certificate
  - Gains in literacy or numeracy

Responsibilities of Local WIA Youth Stakeholders

WIA Youth System Stakeholders

- USDOL
- State grantee (your state labor or workforce agency)
- Governor's workforce board
- Local Workforce Investment Board (WIB)
- Local youth council
- Administrative entity
- Service providers

Who does what?

- USDOL
  - Enforces state compliance with WIA
  - Sets federal regulation and policy
  - Negotiates performance levels

- State agency
  - Enforces local compliance with WIA
  - Distributes formula funds to local areas
  - Sets state policy
  - Negotiates performance levels with local areas

Who does what?

- State Workforce Innovation Council
  - Assists Governor with
    - Development of State WIA plan
    - Development and continuous improvement of the One-Stop system
    - Review of local plans
    - Designation of local areas
    - Prepare annual report to the Secretary of Labor
    - Development of statewide employment statistics system

Who does what?

- Workforce Investment Board (WIB)
  - Develops local plan
  - Establishes local policy
  - Identifies One-Stop providers, training providers, youth providers
  - Develops local budget
  - Measures performance of the local fiscal agent
  - Provides local program oversight
  - Appoints youth council

Who does what?

- Youth Council
  - Recommend youth providers to WIB
  - Develop youth portions of local plan
  - Provide local youth system oversight

The Youth Council is required to

- Ensure fiscal and programmatic accountability

- Develop portions of the local WIA plan that relate to eligible youth

- Recommend youth service providers to the WIB

- Conduct oversight of local youth providers, subject to approval by the WIB

WIA §117(h); WIA §123; 20 CFR 661.335; 20 CFR 664.100; 20 CFR 66.110

Youth Council requirements, cont.

- Assist WIB in developing youth policy
- Use a youth development approach to designing and delivering the local youth system
- Establish linkages with other youth-serving organizations
- Establish connections between the youth system and the local One-Stop System (WorkOnes)

Youth Councils should

- Establish by-laws that are separate from the WIB by-laws
- Develop local goals for youth employment and training programs
- Develop a local plan for the delivery of WIA youth services
- Write or approve RFPs for WIA youth services
- Participate in proposal reviews
- Select programs that contribute to local goals and outcomes

Youth Councils should

- At least once per quarter
  - Conduct programmatic review of all youth providers
  - Monitor spending of all area youth funds
  - Review local youth employment and training policy and make recommendations to the WIB
  - Meet to review youth system performance

Administrative Entities

- The administrative entity oversees the general administrative and fiscal operations of the local WIA youth system.

Administrative Entity

- Typical functions of the administrative entity include
  - Acting as fiscal agent for the local WIB, including the youth council
  - Disbursing funds as directed by the local WIB
  - Contracting with service providers
  - Maintaining participant files
  - Regularly reviewing local program and performance data

Administrative Entity

- The administrative entity may
  - Conduct pre-enrollment activities
  - Conduct framework activities
  - Provide case management

Administrative Entity

- Some states have waivers that allow the AE to provide these program elements:
  - Paid and unpaid work experience
  - Supportive services
  - Follow-up services
- Federal regulations allow the AE to provide summer employment opportunities linked to academic and occupational learning (20 CFR 664.110)

Service Providers

- The responsibility of the service providers is to provide eligible youth with high-quality, effective services that are consistent with the intent of WIA.

Service Providers

- When designing and delivering services, providers must respond to the Youth Council's established priorities and outcomes and meet the requirements and intent of WIA.

Service Providers

- This can be done by
  - Implementing a completely new program based on WIA requirements and goals
  - Modifying an existing program to meet the intent of the WIA youth system
- *It is unlikely that a program developed outside the WIA youth system will meet the requirements and intent of WIA without some modification.*

Service Providers

- Other responsibilities include
  - Being familiar with WIA
  - Using WIA funds appropriately
  - Providing youth with services connected to goals stated in the ISS
  - Keeping complete and accurate case files
  - Providing complete and accurate participant data

Service providers, cont.

- Referring non-eligible youth to other services or programs
- Referring eligible youth to other services and programs if WIA services are not appropriate
- Connecting youth with WorkOne services
- Demonstrating evidence of success

It takes a system

- The success of the WIA youth system depends on everyone to do their part.

Resources

- Indiana WIA youth Manual
- WIA Performance Enhancement Project (Performance Measures)
  - http://www.spra.com/PEP/youth.shtml